

**PQS Certification Sheet**

**Assistant Chief Recruiter (ACR) Module**

<b>Name of Trainee</b>	<b>Certification Start Date</b>	<b>Date Qualified as Zone Supervisor</b>

<b>PQS Standard</b>	<b>Trainee (Signature)</b>	<b>PQS Qualifier (Signature)</b>	<b>Date</b>
1. Training			
2. NRS/NOSC Visits/Assessments			
3. ERPMS			
4. Marketing			
5. Goaling			
6. Administration and Billet Responsibilities			
7. Waiver and Attrition Analysis			
8. Roles/Relationships			
9. Recommended for Region ACR Pre-Qualification Board			
10. Recommended for NRC ACR Qualification Board			
11. NRC ACR Qualification Board			

	Discuss/ Initial			Demonstrate/ Initial			ACR Performance		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
<b>1. TRAINING (COMNAVCRUITCOMINST 1130.8, 1136.2, 1140.1, 1140.3, 1500.4 and NRD Training Plan). Demonstrate ability to train and counsel ZSs and Command Trainers in the following areas:</b>									
a. Time Management/ERPMS									
b. Prospecting/NERP (all methods)									
c. School Canvassing Program									
d. WEB RTools									
e. CIRIMS									
f. Enlistment Kit Preparation/ Quality Control (Active and Reserve)									
g. Applicant Processing									
(1) Active component									
(2) Reserve component									
h. LEADS (Local/National)									
i. WEB STEAM									
j. Reserve Hot Leads List									
k. DEP Leadership Program									
l. Privacy Act 101,102 & 103									
m. Complete Privacy Act 101, 102 & 103									
<b>2. NRS/NOSC Visits and Assessments:</b>									
a. Demonstrate the ability to conduct NRS visit									
b. Conduct an NRS assessment using the current NRD and NRC directives									
c. Develop a corrective action plan for identified production discrepancies									

	Discuss/ Initial			Demonstrate/ Initial			ACR Performance		
	T R A I N E E R	T R A I N E R	D A T E	T R A I N E E R	T R A I N E R	D A T E	T R A I N E E R	T R A I N E R	D A T E
<b>3. Enlisted Recruiter Production Management System (ERPMS) (COMNAVCRUITCOMINST 1130.8). Demonstrate the ability to:</b>									
a. Analyze the ZS/NSW-NSO/NUC Applicant Log and direct adjustments to ensure active and reserve goal attainments									
b. Use and properly maintain the ACR Monthly Planner									
c. Review and adjust the NSW-NSO/NF Recruiter and ZS monthly planner									
d. Review Attained Not Drilled List									
e. Review Bought Not Attained List									
f. CIRIMS Attainments									
<b>4. Marketing (COMNAVCRUITCOMINST 1130.8)</b>									
a. Demonstrate ability to perform a market and territory analysis to evaluate:									
(1) Reserve recruiter assignment									
(2) Active recruiter assignment									
b. Demonstrate the ability to analyze DoD All Service Accession Data (ASAD) and identify market strengths and weaknesses									
c. Demonstrate the ability to give recruiters ultimate duty assignments based on market data, personal and command needs									
<b>5. Goaling: Explain NRC/NRD goaling policy</b>									
a. Contract placement									
b. Special programs									

	Discuss/ Initial			Demonstrate/ Initial			ACR Performance		
	T R A I N E E R	T R A I N E R	D A T E	T R A I N E E R	T R A I N E R	D A T E	T R A I N E E R	T R A I N E R	D A T E
<b>6. Administration and Billet Responsibilities</b>									
a. Demonstrate the ability to develop a training plan									
b. Explain the purpose and function of the following items:									
(1) Recurring reports									
(2) Logs and records									
c. Identify and explain the production, processing, support functions and working relationships of each of the following NRD billets:									
(1) Recruiter									
(2) RinC									
(3) ZS									
(4) Advanced Programs Coordinator									
(5) DEP Coordinator									
(6) NRD Command Trainer									
d. Discuss the following aspects of a Recruiter Evaluation Board (REB):									
(1) Board Procedures									
(2) Role as a board member									
(3) Circumstances dictating the need for a REB									
<b>7. Waivers and Attrition Analysis. Demonstrate the ability to evaluate the following on a District level:</b>									
a. Attrition Analysis (DEP, In/Out Month, Prior Service, NAT)									
b. RTC Attrition Analysis									
c. Waiver Analysis (Pre-enlistment/DEP)									
d. Enlistment Kit Error Feedback									

	Discuss/ Initial			Demonstrate/ Initial			ACR Performance		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
e. Processing Irregularities									
f. Recruiting Irregularities									
<b>8. Discuss the following roles/relationships with the individuals listed below:</b>									
a. CO									
(1) Command Mission									
(2) CO/ACR interface									
b. EPO									
(1) EPDS/CR interface									
(2) NETCON review									
(3) EPO/CR interface									
(4) PQS/RDB programs									
(5) NROTC									
(6) NRD Competition system									
c. CR									
(1) ACR Mentoring									
(2) ZS training									
(3) Goaling									
(4) Manning									
(6) Attend Production Meeting									
(7) Review all CR PQS standards									
(8) Conduct NAVCRUITSTA Inspections									
<b>9. Complete OR PQS and Online OR Course</b>									

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**10. Recommended for Region ACR Pre-Qualification Board.**

Date: \_\_\_\_\_

I, \_\_\_\_\_, certify that \_\_\_\_\_  
 (Commanding Officer) (Name/Rate)  
 is ready for a Region Assistant Chief Recruiter Pre-Certification Board.

Commanding Officer's Signature \_\_\_\_\_

**10. Recommended for NAVCRUITCOM Assistant Chief Recruiter Board.**

Date: \_\_\_\_\_

I, \_\_\_\_\_, certify that \_\_\_\_\_  
 (Region Commander/NRC DH/NORU OIC) (Name/Rate/NRD or NRC Dept)  
 is ready for the NRC Assistant Chief Recruiter Qualification Board.

Region Commander/NRD DH Signature \_\_\_\_\_

**11. NAVCRUITCOM Assistant Chief Recruiter Qualification Board.**

a. We certify the examinee is fully qualified for the position of  
 Assistant Chief Recruiter.

\_\_\_\_\_  
Board Member (Name/Rate/Position)\_\_\_\_\_  
(Signature)\_\_\_\_\_  
Board Member (Name/Rate/Position)\_\_\_\_\_  
(Signature)\_\_\_\_\_  
Board Member (Name/Rate/Position)\_\_\_\_\_  
(Signature)\_\_\_\_\_  
Board Member (Name/Rate/Position)\_\_\_\_\_  
(Signature)\_\_\_\_\_  
Board Member (Name/Rate/Position)\_\_\_\_\_  
(Signature)

b. Approved:

NRC Qualification Board Chairman

\_\_\_\_\_  
(Signature/Date)

c. Service Record Entry (Page 4):

Chief Administrator NAVCRUITDIST

\_\_\_\_\_  
(Signature/Date)

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d. You are hereby granted an extension. Your new maximum qualification date is \_\_\_\_\_. (Attach a copy of extension request with justification)

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NAVCRUITDIST Commanding Officer

Copy to:  
Member's Training Record  
Service record Page 4 entry